

SCHEDULE 4 - CHANGE CONTROL

Contract Change Note

Contract Change Note Number	CCN -1
Contract Reference Number & Title	CQC AM 135 Public Online Community Management
Variation Title	Extension
Number of Pages	2

WHEREAS the Contractor and the Authority entered into a Contract for the supply of Online Partnership dated 1st September 2017 (the "Original Contract") and now wish to amend the Original Contract

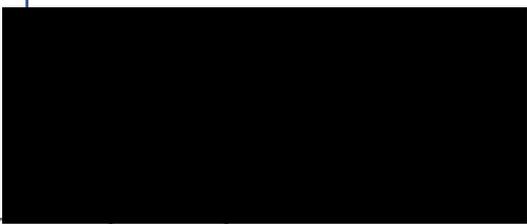
IT IS AGREED as follows

1. The Original Contract shall be amended as set out in this Change Control Notice:

Change Requestor / Originator	[REDACTED]
Summary of Change	The only change to the original contract is CQC wish to extend the contract until 18 th September 2019
Reason for Change	To evoke the 1 year extension period. The Public Contract Regulation 72 (a) as stated below: 72.—(1) Contracts and framework agreements may be modified without a new procurement procedure in accordance with this Part in any of the following cases— (a) where the modifications, irrespective of their monetary value, have been provided for in the initial procurement documents in clear, precise and unequivocal review clauses, which may include price revision clauses or options, provided that such clauses— (i) state the scope and nature of possible modifications or options as well as the conditions under which they may be used, and (ii) do not provide for modifications or options that would alter the overall nature of the contract or the framework agreement;

Revised Contract Price	Original Contract Value ink VAT	£ 34,800
	Previous Contract Changes	£ 0.00
	Contract Change Note CCN 1 ink VAT	£34,800
	New Contract Value	£69,600
Revised Payment Schedule	The payment schedule will continue as agreed in original contract .	
Schedule of works for extension period(See Annex1for Details)	There is no change to the specification as CQC's requirements remain the same as the original contract .	
Revised Contract Period	The contract change notice will run until 18 th September 2019	
Change in Contract Manager(s)		
Other Changes		

2. Save as herein amended all other terms of the Original Contract shall remain effective.
3. This Change Control Notice shall take effect from the date on which both the Authority and the Contractor have communicated acceptance of its terms.

Signature by Care Quality Commission	
Print Name: 	
Engagement	
Signature: 	
Date: 	
Signature by Research Works Ltd	
Print Name: 	
Signature: 	
Date: 	

SCHEDULE 13 – MOBILISATION PLAN (FINAL)

COST £29,000 excl. VAT

Mobilisation plan is to be agreed mutually.

Project Timeline

Description	Target Date	Action to Achieve Milestone	Review Date
Cycle 1 – September to early December 2018	14 th December 2018	Completion of activity	w/c 10 th Dec 2018
Recruitment	Weeks 10 th Sept – 21 st Sept 2018	Regular updates and panel members recruited to quota	
CSV excel spreadsheet	24 th Sept 2018	RWL to send data and liaise with team RWL to send out reminder to all respondents to expect invite from CQC	
Start	4 th Oct 2018	CQC go live and email wave 1 panellists	
Task 1	8 th Oct 2018	CQC to post task 1. CQC to provide list of active/non active users Reminder to complete posted 12 th Oct 2018	22 nd Oct CQC to provide final list of contributions user for Task 1
Task 2	22 nd Oct 2018	CQC post task 2. CQC to provide list of active/non active users Reminder to complete posted 26 th Oct 2018	5 th Nov 2018 CQC to provide final list of active/non active users for Task 2

Task 3	5 th Nov 2018	CQC post task 3. CQC to provide list of active/non active users Reminder sent 9 th Nov 2018	19 th Nov CQC to provide final list of active/non active users for Task 3
Task 4	19 th Nov 2018	CQC post task 4. CQC to provide list of active/non active users Reminder sent 23 rd Nov 2018	3 rd Dec CQC to provide final list of active/non active users for Task 4
Task 5	3 rd Dec 2018	CQC post task 5. CQC to provide list of active/non active users Reminder sent 7 th Dec	17 th Dec 2018 CQC to provide final list of active/non active users for Task 5 RWL to arrange payment
Incentives	17 th to 28 th Dec	Make all payments to respondents	Fri 21 st Dec
Description	Target Date	Action to Achieve Milestone	Review Date
Cycle 2 – January to mid April 2019	12 th April	Completion of activity	w/c 8 th April
Recruitment for Cycle 2 agreed and in progress	Weeks 7 th – 18 th January	Regular updates and panel members recruited to quota	
CSV excel spreadsheet	21 st January	RWL to send data and liaise with team RWL to send out reminder to all respondents to expect invite from CQC	
Start	28 th January	CQC go live and email wave 2 panellists	

Task 1	4 th February	CQC to post task 1. Reminder to complete posted 11 th February	18 th February CQC to provide final list of contributions user for Task 1
Task 2	18 th February	CQC post task 2. Reminder to complete posted 25 th February	4 th March CQC to provide final list of active/non active users for Task 2
Task 3	4 th March	CQC post task 3. Reminder sent 11 th March	18 th March CQC to provide final list of active/non active users for Task 3
Task 4	18 th March	CQC post task 4. Reminder sent 25 th March	1 st April CQC to provide final list of active/non active users for Task 4
Task 5	1 st April	CQC post task 5. Reminder sent 8 th April	15 th April CQC to provide final list of active/non active users for Task 5 RWL to arrange payment
Incentives	15 th to 26 th Apr	Make all payments to respondents	Mon 22 nd Apr
Description	Target Date	Action to Achieve Milestone	Review Date
Cycle 3 – Mid April to end June 2019	28 th June	Completion of activity	w/c 24 th June 2019
Recruitment for Cycle 3 agreed and in progress	Weeks 25 th March – 5 th April	Regular updates and panel members recruited to quota	

CSV excel spreadsheet	8 th April	RWL to send data and liaise with team RWL to send out reminder to all respondents to expect invite from CQC	
Start	15 th April	CQC go live and email wave 3 panellists	
Task 1	22 nd April	CQC to post task 1. Reminder to complete posted 29 th April	3 rd May CQC to provide final list of contributions user for Task 1
Task 2	6 th May	CQC post task 2. Reminder to complete posted 13 th May	20 th May CQC to provide final list of active/non active users for Task 2
Task 3	20 th May	CQC post task 3. Reminder sent 27 th May	3 rd June CQC to provide final list of active/non active users for Task 3
Task 4	3 rd June	CQC post task 4. Reminder sent 10 th June	17 th June CQC to provide final list of active/non active users for Task 4
Task 5	17 th June	CQC post task 5. Reminder sent 24 th June	1 st July CQC to provide final list of active/non active users for Task 5 RWL to arrange payment
Incentives	1 st to 12 th Jul	Make all payments to respondents	Mon 8 th Jul
Description	Target Date	Action to Achieve Milestone	Review Date

Cycle 4 – July to Sept 2019	13 th September	Completion of activity	w/c 9 th September 2019
Recruitment for Cycle 4 agreed and in progress	Weeks 10 – 21 st June	Regular updates and panel members recruited to quota	
CSV excel spreadsheet	24 th June	RWL to send data and liaise with team RWL to send out reminder to all respondents to expect invite from CQC	
Start	1 st July	CQC go live and email wave 4 panellists	
Task 1	8 th July	CQC to post task 1. Reminder to complete posted 15 th July	22 rd July CQC to provide final list of contributions user for Task 1
Task 2	22 nd July	CQC post task 2. Reminder to complete posted 29 th July	5 th August CQC to provide final list of active/non active users for Task 2
Task 3	5 th August	CQC post task 3. Reminder sent 12 th August	19 th August CQC to provide final list of active/non active users for Task 3
Task 4	19 th August	CQC post task 4. Reminder sent 26 th August	2 nd September CQC to provide final list of active/non active users for Task 4
Task 5	2 nd September	CQC post task 5. Reminder sent 9 th September	16 th September CQC to provide final list of active/non active users for Task 5

			RWL to arrange payment
Incentives	16 th to 27 th Sept	Make all payments to respondents	Mon 23 rd Sept
Exit Meeting	w/c 23 rd September		